

Educational Setting	Park Street C of E Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings) for children, staff and the wider community.
Completed by & Date	Headteacher - 17 th July 2020
Last Reviewed Date	29 th August 2020

What are the main considerations?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	<ul style="list-style-type: none"> All parents will be informed that children must not attend school if they have COVID-19 symptoms. Information about symptoms will be on the school website and in all newsletters and communication sent to parents about the September return Children will wash hands on arrival, every breaktime, lunchtime after using the toilets and before leaving, as a minimum. On return to school in September, all staff and children will be reminded of good hygiene and handwashing technique. Children and staff will be reminded of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach on the first day. Cleaner will come in to do an extra hour's cleaning at lunchtime. Surfaces and door handles, and clean between settings in the hall. Cleaning products and cloths kept (out of reach of children) in the classrooms, for teachers and TAs to use throughout the day to clean equipment. PE and playground equipment to be cleaned by children 	<p>Pupils exhibiting symptoms will sit under the shelter in the KS2 playground. Current TAs will all be training in donning and doffing PPE, to be worn should a child display symptoms. All staff to have individually named visors.</p>	TAs	3 rd Sept trianing	
		<p>The school has sufficient stocks of cleaning products, soap, paper towels and/or hand sanitizer available at present. These will be re-distributed to classrooms on 3rd/4th September. Cleaner to check supplies regularly and inform SAO should orders need to be placed. Are there sufficient wash basins available? 1 handwash station for every 9 children . toilets (each with 2 basins) are allocated to classes, not male/female.</p>	Cleaner	From Sept	

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	<p>and TAs after playtime (in both playgrounds), and children to wash hands. Reception TA to clean all equipment used at the end of the day.</p> <ul style="list-style-type: none"> All staff to be aware of the 'bullet points' to ensure that they do not put themselves or others at risk through close contact. Wherever possible, staff to maintain more than 1m distance with children, and 2m distance with staff. If staff need to work with children outside their normal bubble, they will wear visors and will keep at least 1m distance from the children. This will be the case for the member of staff running the before school club, which is used by a small group of children (5 at present), KS1 and KS2 (family groups). The children will sit in their bubble groups in the hall, and socially distance from each other and the member of staff. The hall will be cleaned afterwards. Staff and children will work in consistent class groups as much as possible. When in the class groups of 30, social distancing may not be possible. If they are required to work with children outside their group, for example, at breaktime, they must avoid any close contact. They must remain more than a metre away from all children outside their bubble. If First Aid or closer contact is required in an emergency they must wear PPE. Break/lunch rotas are being completed to ensure staff work with consistent groups of children. 	<p>Ensure sufficient stocks of tissues. Larger bins on order.</p>	<p>SAO to check bins have arrived and are located</p>	<p>3rd Sept</p>	
		<p>Have members of staff briefed on the expectations in class settings, outdoors and in staff rooms, etc? Briefing will take place during Inset days on 3rd and 4th September. Staff will be informed of the definition of close contact, which needs to be avoided:</p> <ul style="list-style-type: none"> face-to-face contact of any duration (less than 1 metre away) with the case or <ul style="list-style-type: none"> ☐ were coughed or sneezed on by the case or ☐ had unprotected physical contact (skin to skin) with case or ☐ Spent more than 1 minute within 1 metre of the case or ☐ spent more than 15 minutes within 2 metres of the case or ☐ travelled in a car or other small vehicle (even on a short journey) 	<p>Staff</p>	<p>17th July</p>	<p>Done</p>
		<p>Staff have been allocated 5min slots to make drinks in the staff room.</p> <p>Rotas sent to staff</p>	<p>All Staff</p>	<p>17th July</p>	<p>Done</p>

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Response to any infection	<ul style="list-style-type: none"> Engage with the NHS Test and Trace process Staff and parents have all been sent the required information regarding 'Test and Trace'. Contact the local health protection team, and contain any potential outbreak by following their advice. Manage confirmed cases of coronavirus (COVID-19) within the school community 	Staff and Parents will be sent the Test and trace information again in September	Head	3 rd Sept	Done
		Staff will be reminded about the procedure in the training on 3 rd September. Staff will be sent guidance on 17 th July.	Head	17 th July	Done
		Plan for managing confirmed cases will be reviewed for September. See current Risk Assessment for present plan.	Head	7 th Sept	
		Where the family may not have easy access to testing facilities, provide a supplied test kit (assuming the school has received one).	Office staff	From 7 th Sept	
		Where possible, be able to identify pupils who have been in regular close indoor proximity	Teaching staff	From 7 th Sept	
Contingency planning for a further outbreak	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	Details in the Recovery plan of how learning will continue. Learning materials will be put on Microsoft Teams. Critical Incident plan will be followed.	Contingency plan to be completed	3 rd Sept	Done
Social Distancing in school	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 	See above.			

<p>Cleaning</p>	<ul style="list-style-type: none"> • Cleaner to do 1hr extra at lunchtime to clean: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Machinery and equipment controls, ○ Hall between sittings:, including chairs, door handles, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. • The COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • Outdoor play equipment will be used – this will be cleaned at the end of break and children will wash their hands after using it. • If we have been informed that someone has tested positive with COVID-19 then any area/room they have accessed will be cleaned according to the latest advice in COVID-19: cleaning in non-healthcare settings outside the home 	<p>Deep Clean taking place on 1st September 2020</p>	<p>SAO</p>	<p>1st Sept</p>	
<p>Lunchtime Catering facilities</p>	<ul style="list-style-type: none"> • Risk Assessment provided by Nourish will be followed by catering and serving staff. • School staff will send children for food one class at a time. Class 2 will return to the classroom to eat. Class 1 children will sit separately, and children will remain 1m distanced on one side of tables so that they are not facing each other. Lunch will take place in 2 sittings; KS1/EYFS will be completely separate from KS2, with cleaning between the two sittings. The other group will be on Jesus Green. 	<p>Check Nourish Risk Assessment</p>	<p>SAO</p>	<p>7th Sept</p>	
		<p>Communicate measures to staff, particularly use of PPE (Visors)</p>	<p>Head</p>	<p>Rota to go out 15th July</p>	<p>Done</p>
		<p>Staff training for PPE</p>	<p>Hed</p>	<p>3rd Sept</p>	

	<ul style="list-style-type: none"> Lunch staff will wear visors as they may be required to help children outside their class bubble, particularly in KS1 EYFS. Maximum of 18 children eating in the hall (this is possible with the conditions outlined above) 				
Fire Safety	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) continue to be in place as required. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	Reviewed Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. Jesus Green in the first instance, and Maypole will still accommodate Park Street should a prolonged emergency evacuation happen in inclement weather.			
Access/Egress of school building	<ul style="list-style-type: none"> Staggered arrival and departure times for classes. All staff to be reminded to look carefully into the area they are intending to travel through, to make sure this is clear. An adult to go ahead when KS2 children enter the main building (in a small group) to ensure the corridor and stairs are clear and they can access the learning studio without encountering children from other bubbles. Return from the Green to be synchronised so that groups do not meet on the pavement. Collection of meals from the servery to be one class at a time, with a one-way system clearly marked. Where possible, doors can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. 	Provide relevant guidance to parents on drop off and pick up arrangements.	SAO	3 rd Sept	Done. To be stated again on the Newsletter.
		One way system to be marked in the hall with tape and signs.	SAO	3 rd Sept	
		Class 4 fire door to be left open to allow class 4 children to enter and exit here, rather than through the shared cloakroom.	Class 4 staff	From 7 th Sept	

First Aid	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. First Aid Policy reviewed June 2020 to include COVID-19 measures. 	All staff who are not already up-to-date to receive First Aid Training on 4 th September. PPE to be used to avoid close and/or skin contact.	All staff	4 th Sept	
		Staff risk assessments to be reviewed and updated onto new proforma	Head	3 rd Sept	
Waste	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	All staff	From 7 th Sept	
		Bins ordered. Will be located in Sept.	SAO	3 rd Sept	
Break/Lunch times	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	Timetable produced for Staff and children to ensure lunch and breaks are staggered.	Head	3 rd Sept	Done
Staff/Pupils within the shielded group	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a COVID-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	Risk assessments to be reviewed Consider risk assessment for member of staff whose son is CEV group.	SAO	3 rd Sept	
		Staff risk assessments to be reviewed and updated onto new proforma	SAO	3 rd Sept	

Contractors	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	PCM to check All have RA which covers COVID 19	SAO	21 st July	
Property Compliance	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	All property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. Checks are all up-to-date.	SAO	21 st July	
Hygiene	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	Yes – As above	Head	3 rd Sept	Done
Accident reporting COVID-19 incidents	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the COVID-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 	AS/JOM aware.	Office Staff	3 rd Sept	Done
Administrative Staff	<ul style="list-style-type: none"> Office suitable for 2 people to work side by side, over 1m apart social distancing. 		Office Staff	3 rd Sept	Done
Personal Protective Equipment	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the 	Donning and doffing PPE video to be shown in training on 3 rd September	All Staff	3 rd Sept	

	<p>need to issue employees with appropriate Personal Protective Equipment.</p> <ul style="list-style-type: none"> • Re-usable PPE should be thoroughly cleaned after use and not shared between staff. • Visors to be used on limited occasions when no other solution. Before School Club Supervisor and Assistant to wear visors when supervising Before School Club. • PPE to be worn for First Aid. 				
Behaviour	<ul style="list-style-type: none"> • Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Behaviour Policy review conducted and annex to policy published. 	School will carry out inductions to inform staff and pupils of the policy changes. For staff on 3rd Sept and for pupils on 7th Sept.	All staff All pupils Head	3/9 and 7/9	
		Contract tracing info sent to staff to assist in cooperation with local health protection team on 17 th July..	Head	17 th July	Done
School Staffroom	<ul style="list-style-type: none"> • Arrangements made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. staggered lunch times for staff. 	Send plan to staff	Head	17 th July	Done
Infection Control	<ul style="list-style-type: none"> • Staff and pupils have access at all times to water and soap for hand washing. • Removal of shared items eg. Utensils • Information sent to parents and on school website regarding use of equipment. 	Kettle handle to be cleaned before every use. Teaspoons and mugs to be washed in dishwasher after every use. No items shared.	All staff	3 rd Sept	Awareness completed
		Children to have individual sets of equipment for use in the classroom. No items to be brought from home, apart from packed lunches which will be stored on trolleys outside.	Parents/Carers	7 th Sept	Done

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<p>Equality Impact Assessment</p>	<ul style="list-style-type: none"> • A equality impact assessment has been completed and can be found on Office Share in COVID 19 folder 		<p>SAO</p>	<p>3rd Sept</p>	
<p>Lack of staff</p>	<ul style="list-style-type: none"> • Assessment of availability of staff for all activities during the school day, including break and lunchtimes • Just have enough staff at present. Will need to use teachers to cover lunch breaks more if any other staff are absent. 		<p>Head</p>	<p>7th Sept</p>	
<p>Increased risk of transmission</p>	<ul style="list-style-type: none"> • Mostly already covered. Groups in class bubbles as much as possible, but EYFS/KS1 (40 chn) completely separate from KS2 (55chn). • Classes will sit separately for lunch and will play separately on the Green. • Desks will be forward facing in KS2, as much as possible in Class 1 / 2. Very limited space in these rooms. • Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. 		<p>All Staff</p>	<p>7th Sept</p>	

Learning outside the classroom (day trips, etc.)	<ul style="list-style-type: none"> • Keeping children within their consistent group, and the COVID-secure measures in place at the destination • Make use of outdoor spaces in the local area to support delivery of the curriculum. • Jesus Green to be used in lesson time as well as at lunchtime. 		All staff	From 7 th Sept	
Extra-curricular activities (coaches, tutors, after school)	<ul style="list-style-type: none"> • Kinnerz to send a coach just to Park Street to help with lunchtimes. Will Socially distance from pupils and be outside all the time. Footgolf. • Coach also possible for After School, Mon and Tues, depending on parents' demand. Also outside, also socially distancing. Pupils to be kept in consistent small groups. 		Head	Finalised by 21 st July.	
Physical activity	<ul style="list-style-type: none"> • Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Kinnerz have been operating over this period successfully, following all the guidance. They will continue to do so. • Pupils should be kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups • Contact sports to be avoided. 		All staff	From 7 th Sept	
Signage	Signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.		Head/SAO	3 rd Sept	

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

Also to minimise contacts, we will have staggered start and finish times:

	Start	Finish
Owls	9.00am Black Gates	3.15pm Black Gates
Flamingos	8.45am Black Gates	3.00pm Black Gates
Woodpeckers	9.00am Blue Gates	3.20pm Blue Gates
Eagles	8.45am Blue Gates	3.10pm Blue Gates

All of these measures are to limit contacts, so if anybody does become infected, we can close for as small a number of children as possible. Test and Trace will ask people to self-isolate for 14 days if they have:

- had face-to-face contact of any duration (less than 1 metre away) with the case or
- were coughed or sneezed on by the case or
- had unprotected physical contact (skin to skin) with case or
- Spent more than 1 minute within 1 metre of the case or
- spent more than 15 minutes within 2 metres of the case or
- travelled in a car or other small vehicle (even on a short journey)

Equipment/Cleaning

Please do not bring equipment from home for children to use without 'quarantining' it for 72 hours. Children will have individual pencil pots etc. Anything shared needs to be wiped after use, and hands washed – for example playground/PE equipment. You can get the children to help with this. Spray, cloths and wipes will be available for this.